

**CITY OF MORGANTON  
PROPOSED SUB-RECIPIENT  
APPLICATION**

**Date:**\_\_\_\_\_

**Organization Name:**\_\_\_\_\_

**Physical Address:**\_\_\_\_\_

**Mailing Address:**\_\_\_\_\_

**Phone Number:**\_\_\_\_\_ **Fax** \_\_\_\_\_

**Contact Person:**\_\_\_\_\_

**EMAIL:**\_\_\_\_\_

**Non-profit organizations must demonstrate eligibility before receiving Community Development Block Grant (CDBG) funds from the City of Morganton. Only those non-profits that are organized in accordance with specific eligibility standards can receive funds. Services provided must assistance low and moderate income person within the City limits of Morganton.**

**All funds MUST be spent by 4-29-2016**

*HUD highly encourages projects that provide housing and/or housing assistance for low and moderate-income persons, including the homeless. Bonus points will be given to projects containing these objectives.*

**Organizations applying for CDBG funds must submit the following documentation:**

- \_\_\_\_ **1. Project Narrative and Description of proposed activity(s) to be conducted by applicant. Include in this description special needs population to be assisted. Please check the following categories that apply to your program:**
- \_\_\_\_ **Homeless** \_\_\_\_ **Threaten with homeless** \_\_\_\_ **Persons with HIV/AIDS**
- \_\_\_\_ **Elderly (age 60+)** \_\_\_\_ **Frail Elderly (age 85+)**
- \_\_\_\_ **Job creation/retention**
- \_\_\_\_ **Very low income (less than 50% of area median)**
- \_\_\_\_ **Persons with developmental disabilities**
- \_\_\_\_ **Persons with alcohol and other drug addiction**
- \_\_\_\_ **Persons with physical disabilities**
- \_\_\_\_ **Public Housing residents**

**Be very detailed in describing you proposed project. Include how these needs will be verified, estimated number of beneficiaries and a time schedule for spending CDBG funds. (This information is very important)\*\*\* Number of people benefiting/assisting from this program must be included in order to receive funding.**

**Number of people benefiting/assisting \_\_\_\_\_**

**Amount of CDBG funds requested \$\_\_\_\_\_**

\_\_\_\_ **2. Project Budget for activity(s).** A detailed project budget for the use of the CDBG is required. List all other funding sources to be used with CDBG funds. The city will not fund administration cost associated with non-profit's operation cost. Funds should be used for services to benefit low and moderate-income persons. \*CDBG funds CAN NOT pay for salaries.

\_\_\_\_ **3. A copy of the organization's Articles of Incorporation**  
A provision for assisting low and moderate-income persons must be a component of the organization's purpose/mission statement.

\_\_\_\_ **4 A 501 (c) designation letter from the IRS. Can be either 501 (c)3 or 501(c)4.**  
Section 905 Subordinate Organizations must be identified by IRS as a public charity.

\_\_\_\_ **5. A copy of the organization's By-Laws**

\_\_\_\_ **6. A notarized statement by the chief financial officer or from a Certified Public Accountant that certifies the organization's compliance with the Uniform Administrative Requirements outlined in sub-part 570.502 CFR.**

\_\_\_\_ **7. Capacity. Submit resumes or statements that describe the experience of accomplished key staff members and consultants who will be involved with projects assisted by CDBG funds. List the number of full-time, part-time and volunteers staff members.**

\_\_\_\_ **8. Experience.**  
A. A statement, signed by the president of the organization, that documents at least one year of experience in serving the community, or  
B. For new organizations, a signed statement that documents that its parent organization has at least one year experience in serving the community.

### **Eligible CDBG Activities**

**Non-profits may apply for CDBG funds to conduct activities that will benefit low and moderate-income persons as follows:**

- 1. Area benefit activities as described in 570.208(a)(1) CFR (copy attached)**
- 2. Limited clientele activities as described in 570.208(a)(2) CFR (copy attached)**
- 3. Housing activities as described in 570.208(a)(3) CFR (copy attached)**
- 4. Job creation or retention activities as described in 570.208(a)(4) CFR (copy attached)**

**\*\*Please note that non-profits that have NOT received funding for the past two consecutive years will be given priority for funding in FY 2016. Community Development Staff wants to make these funds available to all qualified non-profits and provide an equal chance to receive CDBG funds to all local non-profits.**

**Applications due by 3:00 pm, Monday, September 12, 2016.**